

NOTICE AND AGENDA

COMMISSION ON INCLUSION AND ADAPTIVE LIVING
WEDNESDAY
NOVEMBER 27, 2024

HYBRID MEETING
COUNCIL CONFERENCE ROOM
FIRST FLOOR - CITY HALL
211 WEST ASPEN AVENUE
11:00 A.M.

To participate in the meeting virtually use the following link:

[Join the Meeting Online](#)

1. **Call to Order**

2. **Roll Call**

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

Keith Becker
Sarah Dorman
Michele Eisenberg
Susan Purrington

Russel Randall
Rachael Simukonda
VACANT

3. **Recommended Protocol for Members and Other Participants**

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. **OPEN CALL TO THE PUBLIC**

Open Call to the Public enables the public to address the Commission about an item that is not on the prepared agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

5. **ACTION ITEMS**

A. **Appointment of Vice Chairperson**

B. **Consideration and Approval: Sending a letter to the City Council Regarding Regional Plan 2045**

6. **DISCUSSION ITEMS**

A. **Update From Code Compliance - Reggie Eccleston, Code Compliance Manager**

B. **Accessory Dwelling Unit (ADU) Model Plans Pilot Program -- Genevieve Pearthree, Sustainability Analyst**

C. **Absolute HCBS - Michaela Sanders**

D. **Self-help Group and Improvements to Streets and Accessibility - Ryan Barry, Arizona Achieve Project Director**

E. **Accessibility Audits**

7. **LIAISON REPORTS/UPDATES**

- A. Update from Council Liaison - Mayor Daggett
- B. Transportation Liaison - LaReina Reyes - Mountain Line
- C. Update from Youth Liaison - Joseph Spence - NACoPTT
- D. Update from Sidewalk Liaison - Jamie Martinez
- E. Update from Parking Liaison - Rachael Simukonda

8. **Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison**

9. **Agenda Items for Next Meeting (December 18, 2024)**

10. **Adjournment**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2024.

Stacy Saltzburg, City Clerk



Commission on Inclusion and Adaptive Living

6. B.

From: Stacy Saltzburg, City Clerk

DATE: 11/27/2024

SUBJECT: Accessory Dwelling Unit (ADU) Model Plans Pilot Program -- Genevieve Pearthree,
Sustainability Analyst

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Executive Summary
Presentation

Title:

Accessory Dwelling Unit (ADU) Model Plans Pilot Program

Staff Recommended Action:

Information item only with an opportunity to provide comments. Staff is also seeking a member of the Commission on Inclusion and Adaptive Living to volunteer to serve on an ADU Model Plans Selection Committee and provide programmatic advice as part of the process to solicit ADU pre-approved model plans.

Executive Summary

Through the ADU Model Plans Pilot Program, the City of Flagstaff aims to increase the number of ADUs in Flagstaff by reducing barriers to building ADUs. Program goals include:

1. Increase awareness of ADUs and their benefits to the Flagstaff community
2. Create an ADU Model Plans Library to host a growing inventory of pre-approved ADU model plans
3. Increase ADUs in Flagstaff by simplifying the process and reducing the costs to design and permit ADUs
4. Connect interested homeowners with design professionals and other ADU resources

ADUs are important to the City's adopted Carbon Neutrality Plan and 10-Year Housing Plan because they are generally smaller, more affordable housing units in existing neighborhoods with access to existing infrastructure and transportation networks. ADU model plans libraries are becoming increasingly common tool among cities and counties across the U.S. to encourage the development of ADUs and increase the supply of housing; the City of Tucson provides a good example of an ADU model plans library in Arizona: [Casitas in Tucson \(tucsonaz.gov\)](https://www.tucsonaz.gov/casitas).

The City of Flagstaff started this process by seeking input from design and construction professionals and the Flagstaff community on barriers to building an ADU. This research identified the major barriers to be: 1) costs of construction, 2) city design standards, 3) cost of designing an ADU, 4) finding a designer, 5) navigating the design and permitting process, and 6) City permitting fees.

To address some of these barriers, the City will invite design and construction professionals in November 2024 to submit detached ADU designs. The designs will be required to meet specific sustainable design criteria, such as all-electric, energy-efficient construction, and may also include different design categories (size, features, etc.) and other design requirements. A selection committee comprised of design and construction professionals, community partners, and City staff will choose winning designs; winners will submit full construction plans by early 2025. Winners who submit full construction plans by the deadline will receive a cash prize. All ADU model plans will be reviewed for building code and design criteria compliance before becoming part of the library.

Flagstaff community members will be able to preview the floor plans and elevations for the pre-approved model ADU plans in the library and contact the designer to select a design. They will work with the designer to gain full access to the plans, ensure the plans are suitable for their site, and navigate the Building Permit review and approval process. The building permit review process for pre-approved ADU model plans will ideally be shorter, less expensive, and easier to navigate than a custom plans review.

Accessory Dwelling Unit (ADU) Model Plans Pilot Program

City of Flagstaff Commission on Inclusion
and Adaptive Living | November 27, 2024

Genevieve Pearthree, AICP | Resilience Analyst

Flagstaff Sustainability Office





Presentation Outline

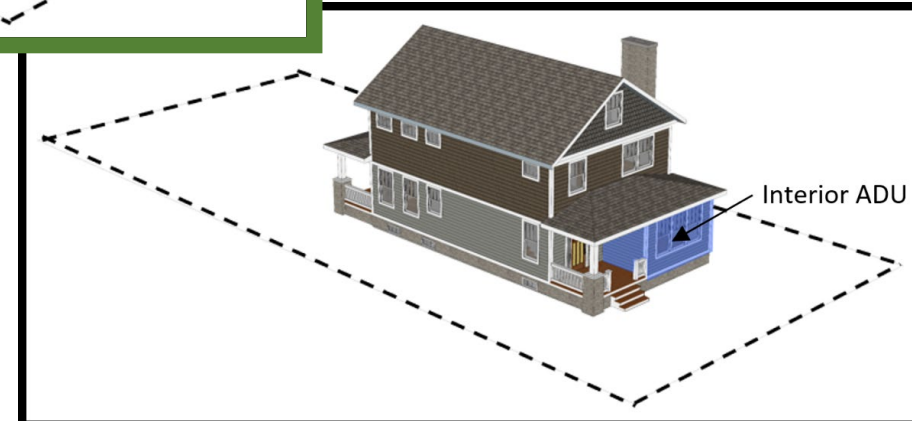
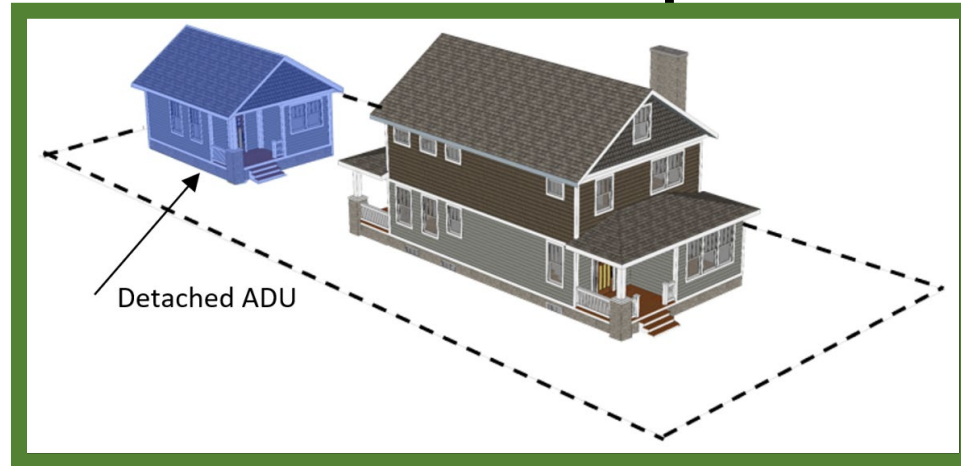
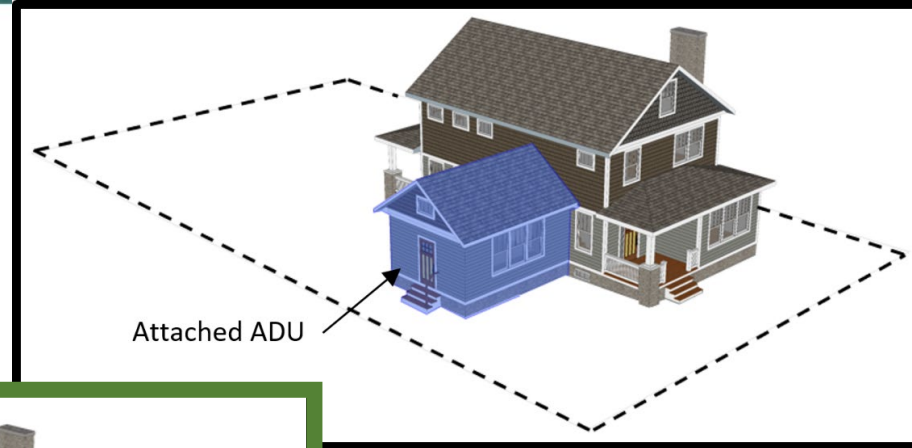
1. ADUs and adopted climate and housing goals
2. Background research
 - Survey and interview results
 - Example library: City of Tucson Casitas Model Plans
3. Request for Informal Proposals (RFIP)
4. Flagstaff ADU Model Plans Library
5. Next Steps
6. Questions and comments





Accessory Dwelling Units (ADUs)

- Second and complete living space on a property that already has a single-family home
- In existing neighborhoods with access to existing infrastructure and transportation networks
- Provide supplemental income to owners
- Smaller, more affordable housing units (rent and utilities)
- Potential for improved social connections for residents





Adopted Housing and Climate Goals

Goal in both plans: Create housing options for households at all income levels and family sizes occupied by local residents

Carbon Neutrality Plan

- DD-1.1: Incorporate more flexibility and appropriate density into residential neighborhoods, such as accessory dwelling units...and other housing options to provide more diverse and attainable housing opportunities, create vibrant neighborhoods, and decrease travel distances
- DD-1.4: Encourage the rapid development of carbon-neutral Accessory Dwelling Units (ADUs) to increase the housing stock
- HA-1.1: Incentivize the creation of affordable units through various programs and mechanisms

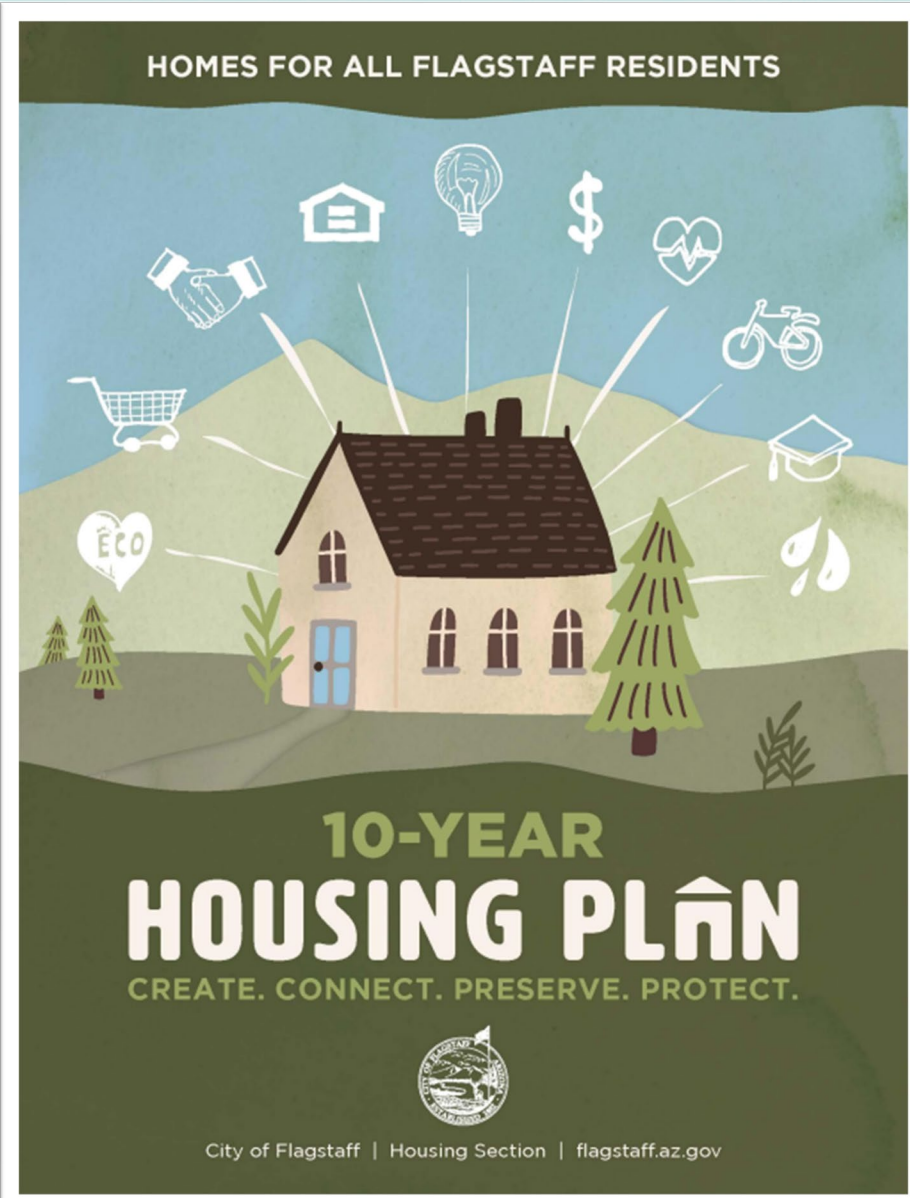


The Flagstaff Carbon Neutrality Plan

An evolving framework for action
Revised December 2022



10-Year Housing Plan Strategies



- Create 5.6: Make pre-approved standard plans available to property owners to reduce planning and review costs
- Create 5.7: Construct and promote net zero or net zero ready affordable housing when funding is available and encourage developers to do the same
- Create 4.7: Continue to evaluate and amend the current Accessory Dwelling Unit (ADU) zoning code standards with the goal of increasing supply



Background Research

1. Community survey on the Flagstaff Community Forum (September – October 2023)
2. Targeted survey for design and construction professionals
3. In-depth interviews with Flagstaff design and construction professionals
4. Online research and interviews with jurisdictions with ADU and other pre-approved model plans programs



Common Barriers to Building an ADU

Barriers related to city codes*	Barriers an ADU model plans library can help alleviate	Other barriers
<ul style="list-style-type: none">• City Zoning and other design standards• City parking standards	<ul style="list-style-type: none">• Cost of designing an ADU (drafting plans)• Finding someone to design an ADU• Navigating the city design and permitting process• City permitting fees	<ul style="list-style-type: none">• Cost of building an ADU• Ease of obtaining ADU financing• Navigating the construction process• Homeowners' Association (HOA) standards that restrict ADUs• Supply chain issues• Utility connections and access issues• Neighborhood opposition to ADUs

**Arizona House Bill 2720 now requires all municipalities with a population of more than 75,000 people to comply with state ADU regulations. The City is in the process of drafting code updates to comply with the new state law.*



Model Plans Libraries in Other Cities

1. **City of Tucson:** [ADUs in Tucson \(tucsonaz.gov\)](https://tucsonaz.gov)
2. City of Phoenix: www.phoenix.gov/homeplans
3. Yavapai County: [A Home of My Own! Program - Yavapai, AZ \(yavapaiaz.gov\)](https://yavapaiaz.gov)
4. City of Los Angeles ADU Accelerator Program
 - a. Model Plans library: <https://ladbs.org/adu/standard-plan-program/approved-standard-plans>
 - b. FAQs about standard plans: <https://ladbs.org/adu/adu-faqs>
5. West Denver Single Family Plus (WDSF+) ADU Pilot Program: <https://www.mywdrc.org/adu-pilot-program>
6. Eugene, Oregon Pre-Approved Accessory Dwelling Unit (ADU) Plans Program: <https://www.eugene-or.gov/4707/Pre-Approved-ADU-Plans>
7. Napa, CA: Napa Sonoma ADU
 - a. <https://napasonomaadu.org/>
 - b. <https://plans.napasonomaadu.org/>



Tucson: Casitas Model Plan Library

[Source: Casita Model Plan Library | Casitas in Tucson \(tucsonaz.gov\)](#)

Selected Designs

The 10 featured designs were selected as winners of the Casita Model Plan Design Competition. The only already pre-approved Casita Model Plans are the ones that do not say "Pending Approval." The remaining winning designers are working with Planning and Development Services to finalize their Casita Model Plan construction documents for review and approval. Plans are posted as they are submitted and approved.



Detached Sonoran ADU

- Silva & Havens
- Logan Havens
- Studio / 1B 459 SF
- 1BD / 1 BA 646 SF

Detached Sonoran ADU is a contemporary representation of historic Tucson architecture. It uses similar methods and philosophies of our oldest structures but is based on current materials and processes. It is heavily insulated, all-electric, accessible, uncomplicated, and designed to last generations.

Contact

Design Details



ROOST

- Urban Infill Project
- Valerie Lane
- Studio / 1B 436 SF
- 1 BD / 1 BA 623 SF
- 2 BD / 1 BA 768 SF

Welcome to the ROOST—crafted for narrow spaces, blending sleek design with accessibility. Customize your style, build effortlessly with local partnerships, and embrace sustainability. The ROOST adapts, making smart living stylish in any space!

Contact

Design Details



Tucson Casita

- Scott Neeley Architecture LLC
- Scott Neeley
- 1 BD / 1 BA
- 576 SF

Tucson Casita features a simple, elegant form adaptable to many sites, wood framing for ease of construction, a stucco exterior and metal roofing that echo traditional Sonoran houses, an efficient one-bedroom floor plan, a light-filled interior, covered porch and patio for indoor-outdoor living, and a highly energy-efficient design.

Contact

Design Details



Tucson: Casitas Model Plan Library



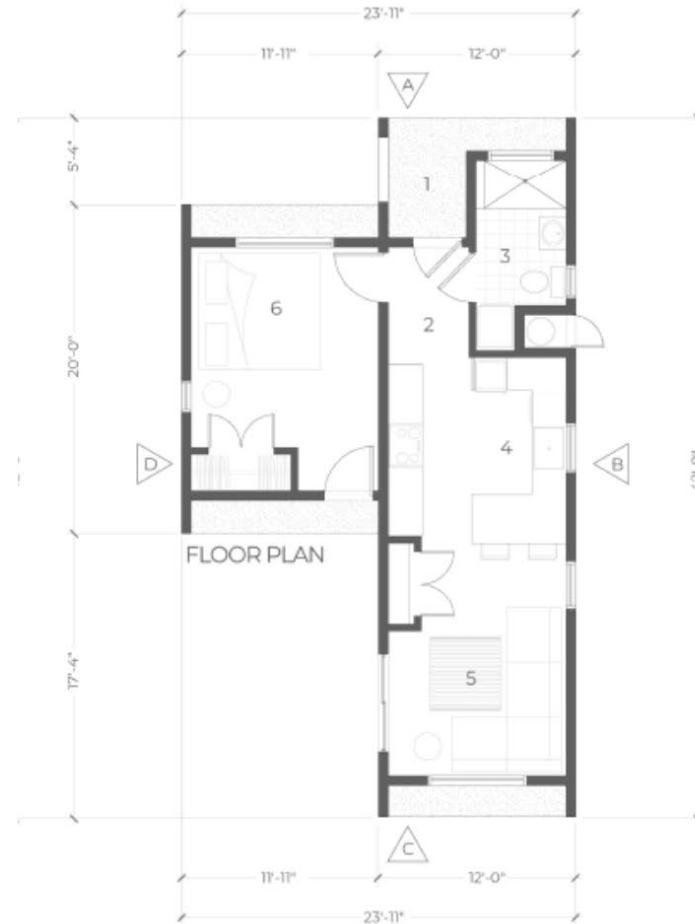
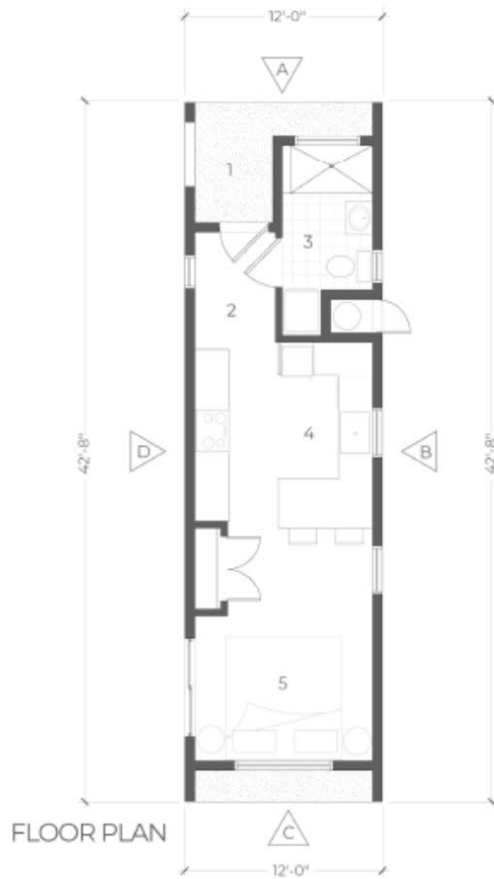
[Source: Casita Model Plan Library | Casitas in Tucson \(tucsonaz.gov\)](https://tucsonaz.gov/casita-model-plan-library)





Tucson: Casitas Model Plan Library

ROOST Studio [Source: Casita Model Plan Library | Casitas in Tucson \(tucsonaz.gov\)](https://www.tucsonaz.gov/casitas) ROOST 1 Bedroom ROOST 2 Bedroom





ADU Model Plans Program Goals

- 1. Create an ADU Model Plans Library** to host a growing inventory of pre-approved all-electric and energy-efficient ADU model plans
- 2. Grow the supply of ADUs** in Flagstaff by simplifying the process and reducing the costs to design and permit ADUs
- 3. Increase awareness of ADUs** and their benefits to the Flagstaff community
- 4. Connect interested homeowners** with design professionals and other ADU resources





RFIP – Request for Informal Proposals



- **Open in November 2024**
- Selection Committee (City staff & external partners) will choose **up to 10 winning designs**
- Winners will **submit full construction plans in early 2025** for building plan review (will receive \$ award upon approval)
- **Separate outreach campaign** after RFIP to raise awareness of ADU model plans library
 - The public can select a favorite plan through social media (**'Community Choice award'**)
 - Winning design will receive an additional \$ award
- **Library will go live in June or July 2025**





Potential RFIP Selection Criteria

Selection Criteria

1. Constructability & Affordability
2. Sustainability & Resilience
3. Site Placement
4. Aesthetics, Innovation, & Creativity
5. Accessibility & Universal Design

Applicants will be encouraged to submit innovative and creative designs to meet Flagstaff's diverse housing needs, offer lower construction costs, and incorporate additional energy and water efficiency features



Flagstaff ADU Model Plans library

- **Preview of winning designs will be displayed in an online ADU model plans library hosted on the City's website**
- Public can **browse a plans preview** on website
 - Contact the designer to access full plans
- **Designers retain ownership** of plans and can charge a re-use or licensing fee (to be capped)
 - Will cover designer's work to ensure plans fit on the lot and help the client get through building permit review and approval





Next Steps

1. Commission presentations
 1. Sustainability & Housing Commissions: August 2024
 2. City Council and Equity Climate Advisory Committee: October 2024
 3. P&Z and Commission on Inclusion and Adaptive Living November 2024
2. Invite design and construction professionals to submit detached ADU designs through a Request for Informal Proposals (RFIP) – **November 2024 – January 2025**
3. Select designs (selection committee comprised of design and construction professionals, community partners, city staff) – **January/February 2025**
4. Public voting on social media for favorite designs – **March 2025**
5. Winners submit full construction plans for pre-approval – **March 2025**
6. Plans are uploaded into a pre-approved ADU model plans library – **June 2025**
7. Public views and selects plans; works with the designer to submit a building permit to use the plans – **July 2025**
8. Program evaluation – **Summer/Fall 2025**



Selection Committee

Commitment & Timeline

- Approximately 10 hours of work
- 2 Selection Committee meetings
 - January/February 2025
- Review, score, and select design submissions
- Tentative program evaluation meeting – Summer/Fall 2025

Is anyone from the Commission on Inclusion & Adaptive Living interested in volunteering to participate on the selection committee?

Comments?

Questions?

gpearthree@flagstaffaz.gov



Image credit: Accessory Dwelling Unit by Sightline Institute is licensed under CC BY 2.0